

Topsham Community Center Committee Meeting

March 21, 2022 @ 6:30pm

Topsham Town Office and via Zoom

In attendance in-person: Leslie Byrne (Co-Chair), Mary Kate Appicelli (Co-Chair), Steve Kessler, Mark Waltz, Pam Leduc, Jennah Godo (guest), Susan Bowditch (guest). Attendance via Zoom: Erika McKenney (guest). Absent: Rob Beal

1. Review
 - Acceptance of February 28 meeting minutes drafted by Rob
2. Membership Update:
 - Members reported names of prospective Board members they have reached out to regarding filling the three vacancies.
 - 3 prospective members: Erika, Susan and Jennah were in attendance to determine interest in joining.
 - i. Erika reported she has submitted her paperwork
 - ii. Prospective members would like to make sure they have the time available to commit.
 - iii. Pam and Mark provided background on the process for joining.
 - Mark and Pam will talk to Rose about making updates to the Town website (in 2 places: Boards and Committees page and CC page) clarifying current members and vacancies. They will also add the process for joining.
 - The Committee agreed to create a document describing the Committee and actions to date along with projected future steps to share with the wider community.
 - i. Action: Leslie will create a draft document. Mary Kate will assist.
 - Committee agreed we can move forward on the needs assessment project with current numbers.
3. Update from Pam and Mark about UNH
 - Background of how/why Committee chose to work with Bob.
 - i. Pam will send any new members background documents
 - Pam explained how Bob and Matt Frye (his colleague) would still make the needs assessment project work in light of Bob's new position at Clemson. Matt will be the lead and 'on the ground' person.
4. Presentation Q & A regarding needs assessment process with Bob Barcelona from UNH via Zoom
 - Bob explained the project would work best if coordinated through a university rather than as consultants.
 - Quoted price of \$10,000 would not change when he moves to Clemson.
 - Activities could begin after July 1 with background work done prior.

- 8 to 10 focus groups could all be completed in a compressed timeline (2 to 3 days) to limit trips to Maine. Each 60 to 90 minutes. Would make it easier for Committee members to participate a well.
- Prefer not to do focus groups on Zoom as it doesn't allow for in-depth discussion the same way in-person does.
- Anticipate meeting with the Committee 3 times. At the beginning, middle, and end of the project. Committee will need to provide feedback on surveys, focus group members, and final report.

5. Group Discussion

- Committee would like to move forward with working with Bob under the "Clemson" umbrella.
- Bowdoin student interns may be able to help, especially if Committee still has vacancies
- Consider a new name for the Committee to reflect that we are "exploring" the idea of a community center. Example: "Topsham Community Center Exploration Committee"

6. Next Steps

- Submit summary and background information to the Select Board by March 30 explaining what the Committee would like to do going forward. Leslie will draft a summary and Mark will share with the Select Board in advance of their meeting.

All attend the April 7 Select Board meeting as available. Leslie will present the summary.

Next CC meeting: April 11 at 6:30p